



# ENTERING INDIVIDUAL REVIEWER FORM INFORMATION

2015 Senior Corps RSVP Review  
**Orientation Session 7**

**Live Call**





# OBJECTIVES

- ▶ Describe what to enter in the comments sections of the IRF
- ▶ Describe what to enter in the clarification section of the IRF
- ▶ Review the process for submitting IRFs to POL for review



# COMMENTS AND APPLICANT FEEDBACK

- ▶ Strengths and weaknesses required for each of the four sections and also as applicant feedback at the end
- ▶ Ensure comments are effective and exclusively address the selection criteria
- ▶ Complete sentences
- ▶ Group Strengths
- ▶ Group Weaknesses
- ▶ List each comment individually



# POORLY WRITTEN COMMENTS

## Weakness

- ▶ “The second paragraph of page 12 confused me”
- ▶ “The recruitment plan wasn’t very good”



# WEAKNESSES AND STRENGTHS

## Strength

- ▶ “Both RSVP staff positions the application proposes to implement are clearly defined. Clear hiring plans are described including areas of recruitment and a timeline for hiring and training.”

## Weakness

- ▶ “The Strengthening Communities section was lacking important details about how the community need in the Education Primary Focus Area was connected to the service activity that would achieve the outcome of 50 students acquiring a GED.”





# CLARIFICATION

- ▶ Used to correct work plan and budget errors and clear up confusing narratives that might indicate a risk
- ▶ Always written as a question or a statement requesting a response



# CLARIFICATION

- ▶ Examples:
  - ▶ Some religious institutions are mentioned as volunteer stations. Update the service activity descriptions in the work plans that correspond to these stations to ensure they accurately reflect the activity taking place.
  - ▶ It is unclear from the application whether the RSVP Director will be (or already is) the same as the FGP Director. Correct the personnel section of the budget to accurately reflect the percentage of time that will be spent on RSVP.



# EXAMPLES OF WHEN TO WRITE CLARIFICATION

- ▶ Unmet NOFO Requirement (Vol #, service area)
- ▶ Incomplete work plan:
  - ▶ Missing target number
  - ▶ Incomplete or missing service activity description or instrument description
- ▶ Incorrect work plan:
  - ▶ Does not align with performance measure instructions
  - ▶ Volunteer numbers or target numbers are not realistic for the proposed activity
- ▶ Unclear narrative information may indicate a red flag
- ▶ FFMC will write budget clarification items





# CLARIFICATION RESOURCE TEAM

- ▶ Addresses questions about writing clarification
- ▶ Work plan experts
- ▶ Email [POLRSVP@cns.gov](mailto:POLRSVP@cns.gov); include CLARIFICATION TEAM in the subject line and panel number



# POL FEEDBACK

- ▶ All reviewers will send all IRFs to their POL at [POLRSVP@cns.gov](mailto:POLRSVP@cns.gov)
- ▶ Don't forget to copy your Panel Coordinator!
- ▶ Initially send only one IRF!
- ▶ Use feedback from POL to improve your other IRFs prior to submitting them to the POL for review
- ▶ Additional drafts of an IRF may be requested by the POL



# OTHER REVIEW NOTES

- ▶ Review 25 pages of narratives, including facesheet and executive summary
- ▶ Do not compare applications, even if they propose identical service areas
- ▶ Do not compare applications with previous applications from the applicant
- ▶ Do not infer or make assumptions based on information in the application



# WORK PLAN GLITCH!

- ▶ Work plan text may cut off at page breaks
- ▶ If you see text in the work plans that appears cut off, contact your GL
- ▶ A different work plan report will be run for you to review





# EXERCISE DISCUSSION

- ▶ Q12: Good
- ▶ Q13: Fair
- ▶ Q14: Excellent
- ▶ Q15: Good



# STRENGTHS

- ▶ When it is determined that a volunteer station no longer meets the Primary Focus Area or Other Focus Areas, volunteer attrition will serve as the means for initiating station graduation. Graduating stations will be encouraged to consider identifying service activities that could meet a focus area so that it could remain engaged with RSVP going forward.
- ▶ The applicant's track record in the Primary Focus Area includes the current operation of seventeen emergency meal sites with which RSVP volunteers already serve.
- ▶ The applicant ensures project compliance with RSVP federal regulations through oversight by its Advisory Council; memorandum of understanding with all volunteer stations, and written application by prospective volunteers. Applicant further elects to require that all new volunteers pass a background check.



# WEAKNESSES

- ▶ Applicant describes twice annual site visits with each station as the primary means for ensuring that volunteers are performing their assigned service activities. It is unclear if this is adequate.
- ▶ Applicant notes that it will also use timesheets to monitor volunteer hours, but it is unclear how this will demonstrate that such hours are being served in performance of assigned activities.



# CLARIFICATION EXERCISE DISCUSSION





# REFERENCE MATERIALS

- ▶ For more information, consult the Handbook:
  - ▶ 5.2.3 Completing the Individual Reviewer Form (IRF)
  - ▶ Section 5.4 Submitting Final IRFs



# NEXT STEPS

- ▶ Receive email with panel's information
- ▶ Setup panel introduction call
- ▶ Do a quick Conflict of Interest check of your applications
- ▶ Begin the review